
PENSION ADMINISTRATION

Description: Consists of records relating to administration of pension programs. Records may include plans and agreements, brochures, explanatory documents regarding pension benefits offered to employees, general information on plans, payments, options and changes to plans, status updates and correspondence.

Filing Guidelines: Records must be securely stored until final disposition.

MUNCLASS Function:	Human Resources (HR)
Responsible Unit(s):	Department of Human Resources
Retention:	Current Year file closed + 60 years
Disposition:	Destroy
Media:	Paper and/or electronic
Authority:	Current Operational Practice

Version 01

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